

# BUREAU OF HUMAN RESOURCES

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WELCOME TO THE STATE OF SOUTH DAKOTA



*South Dakota*  
BUREAU OF HUMAN RESOURCES

# BUREAU OF HUMAN RESOURCES

500 E Capitol Ave  
Pierre, SD 57501  
605.773.3148

<http://bhr.sd.gov/>

# QUESTIONS?

On the bottom of your screen, you will see an icon:



Q & A

# IF YOU HAVE QUESTIONS AFTER THE PRESENTATION CONCLUDES

Please contact your Human Resource Specialist for your department or bureau.

Or email [michelle.deyoamende@state.sd.us](mailto:michelle.deyoamende@state.sd.us)

## OUR MISSION

to build, develop, and support a high-performing and healthy workforce.

# PAYROLL

- ▶ Pay periods end on the 8<sup>th</sup> and the 23<sup>rd</sup> of each month.
- ▶ Pay days are the 1<sup>st</sup> and the 16<sup>th</sup> of each month.
- ▶ Pay days on weekends or holidays are moved to the Friday before.

# PAYROLL

- ▶ It is very important your time sheet is correct.
- ▶ If you are overpaid, your direct deposit will be voided and withdrawn from your account.
- ▶ A corrected pay will be deposited up to five days later.

# OVERTIME PAY

- ▶ Hourly employees only.
- ▶ Based upon ACTUAL HOURS *WORKED*.
- ▶ Must *work* more than 40 hours within your work week.

# TKS SYSTEM

<https://intranetbhr.sd.gov/tns/default.aspx>



## Bureau of Human Resources Intranet

Building, Developing & Retaining a Productive State Workforce

[Home](#) | [Manager's Toolkit](#) | [Careers](#) | [Benefits](#) | [Training](#) | [Class & Comp](#)

### SD Time Keeping System

- Forms & Documents
- BHR Policies & Procedures
- Classification Process
- Interview & Selection Tools
- HIPAA Training Orientation
- Manager's Toolkit

**Bureau of Human Resources  
State Capitol**  
500 East Capitol Avenue  
Pierre, SD 57501-5070  
605.773.3148  
605.773.4344 (fax)  
[More Contact Information](#)

The South Dakota Time Keeping System is a web-enabled electronic time entry, time study, and leave approval system.  
It allows employees to electronically enter their leave requests and hours worked. Once entered, supervisors can electronically approve leave and sign off on employee's time forms.

- Run SD Time Keeping System
  - Open CSG.
  - Enter your computer's **UserName** & **Password**. Click **Login**.
  - Click on SDTKS icon.
- SD Time Keeping Help for Employees
- SD Time Keeping Help for Supervisors

**Questions?**  
If you are experiencing any problems signing on or running SD Time Keeping System, please contact your Human Resource Specialist.

#### Links

[Manager's Toolkit](#)  
[BHR Homepage](#)  
[State Homepage](#)  
[State Intranet](#)  
[BHR Private Policy](#)  
[Contact Us](#)

#### Other Resources

[Veteran's Information](#)  
[Disability Preference](#)  
[Employee/Manager Self Service](#)

#### Bureau of Human Resources

State Capitol  
500 East Capitol Avenue  
Pierre, SD 57501-5070  
[605.773.3148](tel:6057733148)  
[605.773.4344\(fax\)](tel:6057734344)

# TKS SYSTEM

File Maintain Notifications Reports Window Help



## Employee Information

## Unofficial Leave Balances for 06/23/2020

Name: \_\_\_\_\_ Emp#: \_\_\_\_\_ Pos: \_\_\_\_\_ Vac \_\_\_\_\_ Banked Hol 0.0  
 Title: \_\_\_\_\_ Timestudy: Timestudy Rules Sick \_\_\_\_\_ Military 0.0

Rules Help	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Description	06/09/20	06/10/20	06/11/20	06/12/20	06/13/20	06/14/20	06/15/20	06/16/20	06/17/20	06/18/20	06/19/20	06/20/20	06/21/20	06/22/20	06/23/20
Hours Worked	8.0	8.0	8.0	4.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0
Admin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Admin Daily Totals:</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>4.0</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>	<b>8.0</b>
56 - HUMAN RESOURCE	8.0	8.0	8.0	4.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0

Retrieve Leave Inconv Print Save Sign Close

Leave Type	Approval Status	Pay Period Total	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
			06/09	06/10	06/11	06/12	06/13	06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23
Vacation Leave	Pending	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Reason:																	
Emp Sig:			06/12/2020 Approval Sig:														

# PROBATIONARY PERIOD

- ▶ Time of evaluation to determine compatibility of job duties with skills
- ▶ Six months for most positions
- ▶ Two performance evaluations

# ACCOUNTABILITY AND COMPETENCY EVALUATION (ACE)

## Accountabilities

- Performance of duties

## Competencies

- Relative abilities, knowledge, and skills that enable a person to perform effectively in their position.

# ACCOUNTABILITY AND COMPETENCY EVALUATION (ACE)

Employees are evaluated using a rating system

- ▶ Unsatisfactory
- ▶ Improvement/Development Needed
- ▶ Successful Performance
- ▶ Exceptional Performance

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# VACATION LEAVE ACCRUAL

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## Permanent full-time employees

- ▶ With less than 15 years of service
  - Earn 5 hours vacation leave per pay period
  - Maximum is 240 hours
- ▶ With greater than 15 years of service
  - Earn 6.6667 hours vacation leave per pay period
  - Maximum is 320 hours

## Part-time employees

- ▶ Leave is prorated based upon the number of hours you work

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# SICK LEAVE ACCRUAL

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## Permanent Full-Time employees

- ▶ Earn 4.6667 hours of sick leave per pay period
- ▶ There is no maximum

## Permanent Part-Time employees

- ▶ Leave is prorated based upon the number of hours you work

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# SICK LEAVE USAGE

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For employee, and for temporary care of immediate family member

- ▶ Personal illness
- ▶ Vision, dental, medical appointments
- ▶ Birth or adoption of a child
- ▶ Temporary care of immediate family
- ▶ Exposure to contagious disease
- ▶ Counseling and treatment
- ▶ Death of an immediate family member

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# SICK LEAVE USAGE

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## Immediate family members include

- ▶ Spouse
- ▶ Children
- ▶ Mother
- ▶ Father
- ▶ Mother-in-law
- ▶ Father-in-law
- ▶ Daughter-in-law
- ▶ Son-in-law
- ▶ Brothers
- ▶ Sisters
- ▶ Grandparents
- ▶ Grandchildren
- ▶ Stepbrothers
- ▶ Stepsisters
- ▶ Stepchildren
- ▶ Stepparents
- ▶ Foster children

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# PAID FAMILY LEAVE (PFL)

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Permanent Full-Time and Permanent Part-Time employees are eligible

- ▶ Must be employed for a minimum of 6 continuous months
- ▶ Pays 24 hours per week for up to 8 weeks (192 hours)
- ▶ Part-time employees will receive prorated hours
- ▶ Must be taken within one year following the birth or adoption of a child
- ▶ Can only be used in weekly increments

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# FAMILY MEDICAL LEAVE ACT

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- ▶ Referred to as FMLA
- ▶ Federal regulation that protects your job when you have a serious medical event
- ▶ Not an extra bank of leave hours

**Notify your supervisor or Human Resource Specialist (HRS) if you will be out for longer than 3 days due to a serious medical event.**

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# MILITARY TRAINING LEAVE

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- ▶ Permanent employees are entitled to up to 15 days per calendar year
- ▶ Must obtain written orders indicating dates of training period
- ▶ 15 calendar days notice requested

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## PAID HOLIDAYS

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New Year's Day.....	January 1
Martin Luther King, Jr. Day....	third Monday in January
Presidents' Day .....	third Monday in February
Memorial Day .....	last Monday in May
Juneteenth.....	June 19
Independence Day.....	July 4
Labor Day.....	first Monday in September
Native American Day .....	second Monday in October
Veterans Day.....	November 11
Thanksgiving .....	fourth Thursday in November
Christmas.....	December 25

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# LONGEVITY PAY

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- ▶ Based upon total years of service
- ▶ Payment begins at 7 years
- ▶ \$100 longevity payment each year for 7 to 10 years of service
- ▶ For years 11 to 14, multiply \$10 by years of service
- ▶ For years 15 through 19, multiply \$15 by years of service

# HUMAN RESOURCES PORTAL

Self-service web page for employees

**<https://bfm.sd.gov/ess>**

HR Portal Guide: <https://bfm.sd.gov/ess/HRPortalInstructions.pdf>

# HUMAN RESOURCES PORTAL

Self-service web page for employees

Employee Space Guide

<https://bhr.sd.gov/files/empspaceinfo.pdf>

Manager Space Guide

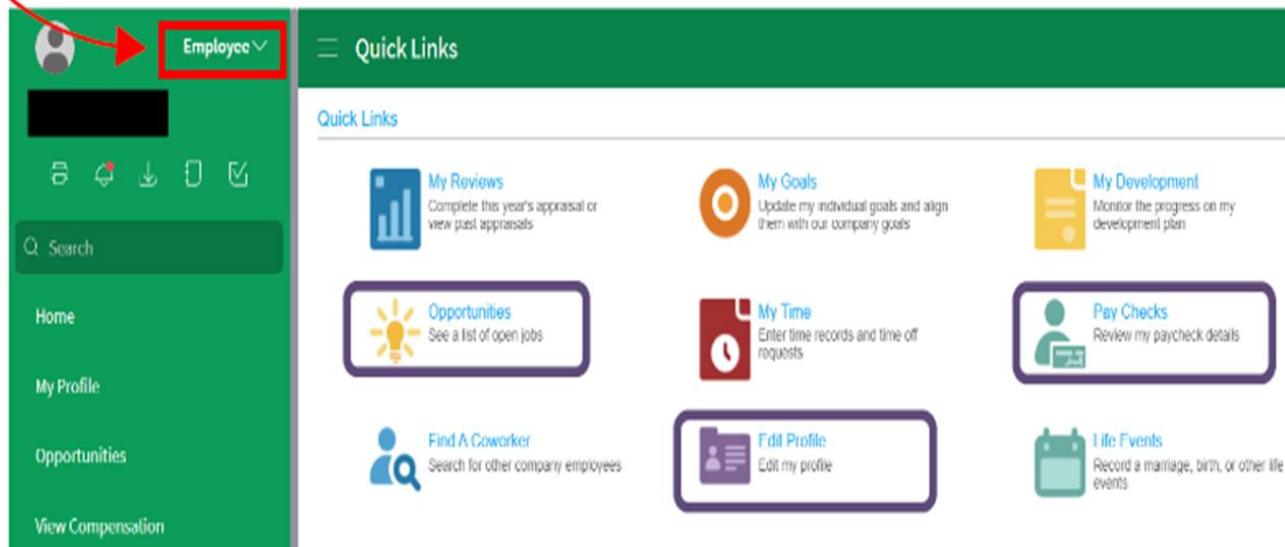
<https://bhr.sd.gov/files/mgrspaceinfo.pdf>

# HUMAN RESOURCES PORTAL

## Self-service web page for employees

### Employee Main Screen

Select Employee from dropdown. The icons you will use are Opportunities, Edit Profile, and Pay Checks.



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# WORKERS' COMPENSATION


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- ▶ If you are injured on the job, it is important to fill out a First Report of Injury (FROI) *as soon as possible* following the injury.
- ▶ State law gives you 3 days to report an on-the-job injury to a supervisor and 7 days to complete a FROI

<https://bhr.sd.gov/policies-forms/forms/#wc>

# WORKERS' COMPENSATION

**Bureau of Human Resources - Workers' Compensation**  
**First Report of Injury**  
State of South Dakota



Authentication	<input type="checkbox"/> Volunteer	The SSN should only be used for login if an Employee Id is not available.		
Employee Information	<input type="radio"/> SSN	<input type="text"/> - <input type="text"/> - <input type="text"/>	Example: (000 00 0000)	
Employment Information	<input type="radio"/> Employee ID	<input type="text"/>	Example: (000000)	
Injury Information	<input type="text"/> Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/> (yyyy)		Dept/Div Location (Employer City)
Current Treatment	<input type="text"/> Dept/Div	<input type="text"/>		<input type="text"/>
Prior Treatment				

**Search**

<https://bhr.sd.gov/policies-forms/forms/#wc>

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# WORKERS' COMPENSATION FROI

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- ▶ Be as detailed as possible
- ▶ Starts the review process to determine workers' compensation eligibility
- ▶ Print and save a copy of the completed FROI and give it to your supervisor

<https://bhr.sd.gov/policies-forms/forms/#wc>

Please contact your  
Human Resources Specialist  
at 605.773.3148 if you have any  
questions regarding this presentation.

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**THANK YOU  
FOR  
ATTENDING**

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*South Dakota*